



**Estevan Public Library  
Meeting Room Rental Policy**

**Meeting Rooms Available:**

- Program Room A - Capacity: 25 (*theatre style seating*)
- Program Room B - Capacity: 25 (*theatre style seating*)
- Program Room A/B - Capacity: 50 (*theatre style seating*)

All parts of the Library are wheelchair accessible.  
Audio/visual equipment is available.

**Access:** Priority for access to Library meeting rooms will be:

- 1<sup>st</sup>: Library sponsored events and programs
- 2<sup>nd</sup>: Events co-sponsored by the Library

Apart from these priorities, bookings will be made on a first come, first served basis. Bookings up to 90 days in advance may be accepted. **Rooms are only available during open library hours. See manager if after hours requested.**

**Rates:**

- **\$10.00** per room for each hour or less. **15 minutes beyond the previous hour will be another \$10.00**
  - **\$60.00** per room per day
  - **\$20.00** for Program Room A & B for each hour or less. **15 minutes beyond the previous hour will be another \$20.00**
  - **\$15.00 (Profit Purposes)** per room for each hour or less – Using room for the purpose of profit
  - **\$100.00 (Profit Purposes)** per room per day – Using room for the purpose of profit
  - **\$35.00 (Profit Purposes)** for Program Room A & B for each hour or less - Using room for the purpose of profit
- Audio/visual equipment is available. Rental fees apply.

**Restrictions:** (Failure to comply may be subject to **termination of the agreement.**)

- All bookings must be made by written application. Rental fees are payable prior to the use of the rooms unless terms are arranged in advance.
- Activities sponsored by groups whose aims are educational, cultural, or for civic betterment are welcome.
- Activities conducted in Library meeting rooms must not interfere with the general operation of the Library.
- Promotional materials for events conducted in Library meeting rooms without Library sponsorship or endorsement must not imply such sponsorship or endorsement.
- The Library appreciates being provided with as much information as possible about your event so Library staff may answer inquiries from the public that may arise.
- Event organizers/Parent/Guardians are responsible for supervising children at ALL times. Library staff is not responsible for the supervision of children.
- Access to the Library shall be granted only by Library staff.
- Hot meals, alcoholic beverages, and smoking are prohibited.
- Organizations holding events involving participants under 18 years of age shall ensure adequate supervision by adults.
- Rooms must be left in a neat and orderly condition.
- Damage to Library property will be billed to the organization booking the room.
- The Library will endeavor to arrange furniture to meet the needs of room users provided enough notice is given to avoid disruption of the normal deployment of staff. Permanent alterations to Library meeting rooms are prohibited.

Signature: \_\_\_\_\_



**Estevan Public Library Branch**

701 Souris Avenue Estevan, SK S4A 2T1  
306-636-1620 estevan@southeastlibrary.ca  
306-634-5830 fax

## Meeting Room Rental Form

The undersigned makes application according to the Library's meeting room policy for use of Library meeting room space as follows:

Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Room Requested Via:       Email       Phone       In Person

Dates Room required: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Contact Signature: \_\_\_\_\_

Staff Approval By: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Room Required: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Is this a Public Meeting?       YES       NO

Number of Chairs Required: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Special Furniture arrangement required (if any): \_\_\_\_\_

Audio/Visual Equipment required (if any): \_\_\_\_\_

### Fees

Rental Fee: \_\_\_\_\_

Amount Owed: \_\_\_\_\_

### Payment:

Cash                               Cheque                               Send Invoice (give to Manager)

Date: \_\_\_\_\_                      Date: \_\_\_\_\_                      Date: \_\_\_\_\_